

## GLOSSARY OF TERMS

Employment Laws Webinar - 10/9/08

Adverse Impact	<b>Adverse impact</b> is the negative effect that occurs when substantially different selection criteria are used in hiring, promotion, or other employment decisions due to discrimination against a protected group.
Control File	A <b>control file</b> is a listing of the federal contractors in the local Michigan Works! Agency area.
Covered Person	A spouse/widow/widower of any veteran who meets the eligibility requirements mandated by the United States Department of Labor (USDOL) for the receipt of federally-funded employment services. The term <b>covered person</b> is concurrent with the term "eligible person."
Covered/Eligible Veteran	Any veteran who meets the eligibility requirements mandated by the USDOL for the receipt of federally-funded employment services. The term <b>covered veteran</b> is concurrent with the term "eligible veteran."
Disability	A <b>disability</b> is a physical or mental impairment that substantially limits one or more major life activities, such as caring for one's self, walking, seeing, learning, etc. The American with Disabilities Act covers more than a thousand different forms of impairments.
Disabled Veterans' Outreach Worker (DVOW)	A <b>Disabled Veterans' Outreach Worker (DVOW)</b> is a DLEG-BWT staff person who works primarily with covered veterans and gives priority of service to disabled, covered veterans who have completed a program of vocational rehabilitation or who could benefit from intensive case management service.
Employment Counselor	An <b>Employment Counselor</b> is a fully trained DLEG-BWT staff person who provides job seekers with all aspects of vocational counseling.

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Employment-Related Laws	<b><i>Employment-related laws</i></b> are federal and state laws that provide for non-discriminatory consideration and equal employment opportunities for members of protected classes, e.g., minority group members, physically challenged workers, older workers, etc. The term also includes laws governing the general workplace, such as minimum wage laws, child labor laws, safety and environmental protection acts, laws governing organized labor activities, etc. employers are responsible for knowing these laws and applying them to their individual employment practices as required.
ES Providers	<b><i>ES providers</i></b> are Wagner-Peyser funded MWA service providers and DLEG-BWT staff that assist employers and job seekers requesting labor exchange services.
Essential Functions	<b><i>Essential functions</i></b> are the duties that are fundamental to a particular job.
Executive Order	An <b><i>executive order</i></b> is signed by the chief executive, e.g., either signed by the governor or a federal law signed by the president. They are documents through which the executive manages operations of the government. They are rules often having the force of law.
Facilitated Service	<b><i>Facilitated Services</i></b> are employment services with which as ES provider assists an employer or job seeker in using the self-service tools.
Federal Contractor Job Listing Program (FCJL)	The <b><i>Federal Contractor Job Listing (FCJL)</i></b> Program requires that government contractors and subcontractors take affirmative action to recruit and promote qualified covered veterans.

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H-2A Employer	Employers who receive labor certification from the USDOL to import non-immigrant foreign workers are called <b><i>H-2A employers</i></b> . (H = foreign labor from a different country; 2 = part-time workers; A = agricultural workers only)
Hearing	A <b><i>hearing</i></b> is a procedure that gives parties in a dispute an opportunity to present their case or argument.
Labor Exchange	<b><i>Labor Exchange</i></b> is a process that matches employer job openings with qualified job seekers and provides customers with job opportunities, labor market information, and career development assistance.
Local Veterans' Employment Representative (LVER)	A <b><i>Local Veterans' Employment Representative (LVER)</i></b> is a DLEG-BWT Veterans' staff person who works primarily with veterans and facilitates or provides direct employment and mediated services to covered veterans and covered persons.
Mediated Service	<b><i>Mediated Services</i></b> are labor-intensive services provided by Wagner-Peyser service providers to job seekers and employers. These services are more intensive than self-service or facilitated service and are usually administered on a one-to-one basis. Reports to the federal government are required for all mediated services provided to job seekers.
Michigan Talent Bank (MTB)	The <b><i>Michigan Talent Bank (MTB)</i></b> is Michigan's internet-based, self-service, public labor exchange system. The MTB allows employers to recruit and select qualified job seekers; job seekers can post their resumes, view employer job listings, and apply for positions for which they are qualified.

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Migrant Seasonal Farmworker (MSFW)	<b><i>Migrant Seasonal Farmworker (MSFW)</i></b> refers to an individual, family, or families who must travel to the farm to work and who are unable to return to their permanent residence within the same day; this includes individuals who work during the crop harvest season. This definition excludes full-time students who travel in organized groups rather than with their families.
One-Stop Center	A <b><i>One-Stop Center</i></b> is a facility that provides customers with information about and access to a wide array of employment service at a single neighborhood location. Both job seekers and employers make use of One-Stop Centers.
Protected Group	The Civil Rights Act and its subsequent amendments ban discrimination in employment based on race, color, religion, gender, national origin, age, or disability. Each of these is a <b><i>protected group</i></b> .
Qualified Job Training Program	A <b><i>Qualified Job Training Program</i></b> is any workforce preparation, development, or delivery program or service that is directly funded by the USDOL.
Qualified Individual	A <b><i>qualified individual</i></b> with a disability is one who can perform the essential functions of a job, with or without reasonable accommodation.
Reasonable Accommodation	<b><i>Reasonable accommodation</i></b> is a modification or adjustment to a job or working environment that enables a qualified person with a disability to perform the tasks associated with a particular job.
Respondent	A <b><i>respondent</i></b> is a person or employer against whom a complaint is brought.

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Self Service	<b>Self Services</b> are employment services that either an employer or job seeker can pursue without the assistance of an Es provider, i.e. using the MTB and the resource room independently.
State Monitor Advocate	The <b>State Monitor Advocate</b> is the specialist responsible for overseeing the Employment Service Complaint System.
Suppressed Job Order	In Michigan's Labor Exchange System, <b>suppressed job orders</b> , specifically job orders that omit the required identifying information for the employer, are not permitted. However, all new job orders are suppressed (hidden) from public view for 24 hours in order to give Veteran's preference in referral.
Veterans' Preference	<b>Veterans' Preference</b> refers to the entitlement to employment services that is given to covered/eligible veterans and is mandated by law.
Veterans' Priority	With respect to any qualified job training program, <b>Veterans' Priority</b> refers to the delivery of service that covered veterans are given over non-veterans in employment service assistance, referral, and job listing notification.